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N. L. Dalmia[®]
Institute of Management Studies and Research
(A School of Excellence of N. L. Dalmia Educational Society)

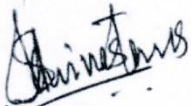
Date: 01/10/2019

CIRCULAR

All the concerned IQAC members are hereby informed that meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be held on 13th October, 2020 at 02:30 pm on Zoom platform

Proposed Agenda:

1. Structure of Academic Advisory Council, Board of Studies & its Roles and Responsibilities
2. Introduction of timely meeting with CRs along with HoDs and Program Heads to discuss the course progress
3. The process from "Allocating the subjects on time to complete the evaluation" as per the Academic Calendar
4. How to monitor that the course is completed as per the Session Plan
5. How to establish the culture of Research in the Institute


Dr. Amit Shrivastava
IQAC Coordinator





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Minutes of Internal Quality Assurance Cell (IQAC)

Date: 13th October, 2020

Time: 2:30 pm

Venue: On Zoom platform

Agenda:

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Sr. No.	Category	Name of the Participant	Present/ Absent
1	Chairperson	Prof. Seema Saini	Present
2	IQAC Co-ordinator	Dr. Amit Shrivastava	Present
3	Management Representative	Mr. B. K. Terapanthi	Present
4	Teachers to represent all levels	Dr. Jyoti Nair	Present
		Dr. Mangesh Kasbekar	Present
5	Administrative Officers	Mr. Vikram Somani	Present

		Mr. Anil Sawant	Present
		Ms. Sujata D'Souza	Present
		Ms. Kaushal Faldu	Present
6	Alumnus	Mr. Gaurav Jain	Present
7	Local Representative	Dr. M. A. Khan	Present
8	Employer/ Industrialist	Mr. Arun Thukral	Present
		Mr. Raja Chakrabarty	Present
9	Student Representative	Mr. Gaurav Arjun	Absent
		Mr. Tejas Raul	Present

The major points discussed during the IQAC Meeting were as follows:

Structure of Academic Advisory Council, Board of Studies & its Roles and Responsibilities

The committee members discussed about finalizing the members of Academic Advisory Council for respective departments. It was discussed that the term for the Academic Advisory Council members should be three years and the meeting should be conducted once a year.

Introduction of timely meeting with CRs along with HoDs and Program Heads to discuss the course progress

It was discussed that regular meetings should be conducted with Class Representatives (CR's) along with HOD; s and Program Heads. The role of CR's should be documented and should be shared with the CR's at the start of the Academic year.

The process from "Allocating the subjects on time to complete the evaluation" as per the Academic Calendar

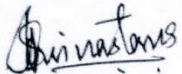
The committee members discussed about timely submission of Session Plans. The Session Plans submitted should be approved by the HOD's.

How to monitor that the course is completed as per the Session Plan

The Session Plans should have the course planned column and course delivered date.

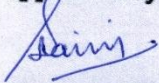
Faculties should fill up Course Completion Report after completion of the course and the Course Completion Report should be approved by the HOD's.

Minutes Prepared by:


Dr. Amit Shrivastava
IQAC Coordinator



Approved by:


Prof. Seema Saini
CEO
N. L. Dalmia Educational Society